

**2005 COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS
(CGEFS) SELF-EVALUATION CHECKLIST**

COAST GUARD CONTRACT DINING FACILITY

UNIT NAME _____ **OPFAC** _____

NAME OF CONTRACTING COMPANY _____

UNIT ADDRESS _____ **PHONE #** _____

FAX # _____

COMMANDING OFFICER (CO/OIC): _____

EXECUTIVE OFFICER (XO/XPO):

FOOD SERVICE MANAGER: _____

Contracting Officers Technical Representative (COTR): _____

FOOD SERVICE PERSONNEL: Please list all personnel. If needed you may attach a sheet of paper to this package.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

SELF-EVALUATION WAS CONDUCTED BY: _____

The following must be included in the nomination package sent to the appropriate Food Service and Assistance and Training Team (FSAT) for your area:

1. Command Letter of Endorsement
2. Command Self Evaluation Check Sheet
3. Copy of Unit Cycle Menu
4. Copy of any Unit or CGDF Staff Awards
5. Copy of Unit Mission
6. Copy of CGDF Staff Training Schedule
7. Photo of Food Service Staff
8. Photo of the Unit

Enclosure (3) to COMDTNOTE 1650

The following are additional items that may be included in the package, but are not mandatory:

1. Picture of the Galley
2. Pictures of Storage Rooms and CGDF Related Spaces
3. Pictures of Dining Area
4. Pictures of Serving Line/Salad Bar, etc.
5. Copy of CGDF Critique Sheets.
6. Copies of Letters of Appreciation to CGDF Staff.

The appropriate FSAT MLC Atlantic/Pacific team will review all nomination packages to ensure packages are complete and that accurate information is being submitted, and then forward all packages to G-WKW. The awards board best views photos if they are placed in a three ring binder or placed in a Power Point presentation.

2005 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>OPERATIONS MANAGEMENT</u>	YES	NO	NA
1. Does COTR have copy of “Appointment Letter” specifying duties from the Contracting Officer? Ref:			
2. Has COTR completed initial training/refresher requirements for filling a COTR Position? (Federal Acquisition Institute or “The COTR”, a CD-ROM) Ref: (a) TAM 1242.70 (b) CG Acquisition Procedures 4200.19G			
3. Does COTR have contract files set-up in accordance with appointment letter? Ref: Appointment Letter from Contracting Officer			
4. Is COTR reviewing and submitting monthly invoices in accordance with appointment letter? Ref: Appointment Letter from Contracting Officer			
5. Are the menus designed using nutritional guidelines? (USDA Food Guide Pyramid, FDA’s Daily Values (DVs), World Health Organization (WHO), American Heart Association (ADA), etc.). Ref: (a) The Professional Chef 7th Edition by the Culinary Institute of America (CIA) (b) Cooking Essentials for the New Professional Chef –(CIA) (c) The Professional Chef’s- Techniques of healthy cooking 2nd Edition by the Culinary Institute of America			
6. Is the Contractor providing the nutritional requirements in accordance with the Performance Work Statement (PWS)? Ref: (a) PWS			
7. Do menus provide nutritional information for customers to review? (i.e. fats, calories, portion sizes, etc.) Ref: (a) PWS (b) The Professional Chef’s- techniques of healthy cooking 2nd Edition by The Culinary Institute of America			

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8. Are fish and poultry integrated throughout the menu cycle? Ref: Coast Guard Health Promotion Manual, COMDTINST M6200.1			
9. Are the Armed Forces Recipe Cards or any standard recipes utilized? Ref: (a) Coast Guard Food Service Manual, COMDTINST M4061.5 (b) Professional Cooking 5th Edition by Wayne Gisslen			
10. Are hot vegetables provided without added fat or butter? Ref: (a) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (b) The Professional Chef's – Techniques of healthy cooking, Second Edition by The Culinary Institute of America			
11. Are all entrée's displayed attractively? Ref: Professional Cooking 5th Edition by Wayne Gisslen			
12. Is the salad bar utilized to its maximum capacity? Ref: Coast Guard Health Promotion, COMDTINST M6200.1			
13. Does the Contractor promote the nutritional "Five a Day" program? Ref: (a) National Cancer Institute (b) U.S. Department of Health & Human Services (c) National Center for Chronic Disease and Health Promotions (CDC)			
14. Does the Contractor conduct Public/Private Partnership Programs to promote healthy eating? (i.e. poster, brochures, etc.) Ref: (a) National Cancer Institute (b) U.S. Department of Health & Human Services (c) National Center for Chronic Disease and Health Promotions (CDC)			
15. Does the Contractor have a customer comment/critique program? Ref: (a) PWS (b) Presenting Service: The Ultimate Guide to the Foodservice Professional by Lendal H. Kotschevar and Valention Luciani			

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16. Does the approved menu reflect the actual items being served? Ref: Coast Guard Food Service Manual, COMDTINST M4061.5			
17. Is the Contractor meeting all “Purchasing Specifications” in accordance with the Performance Work Statement? (i.e. product, size, packaging and quality or grade) Ref: PWS			
18. Does the Contractor’s receiving clerk verify that the quantity, quality, and price of items are consistent with orders placed? Ref: (a) Quantity Food Production, Planning and Management, 2nd Edition by John B. Knight and Lendal H. Kotschevar (b) Selection and Procurement for the Hospitality Industry, 4th Edition by John Stefanelli			
19. Is the Contractor using the first in, first out (FIFO) stock rotation method? Ref: ServSafe Coursebook 2nd Edition by the National Restaurant Association			
20. Does the Contractor have a master-cleaning schedule that details what will be cleaned, when, how and by whom? Ref: (a) Design and layout of Foodservice Facilities by John C. Birchfield (b) Quantity Food Production, Planning and Management, 2nd Edition by John B. Knight and Lendal H. Kotschevar			
21. Does foodservice equipment bear either a NSF International or Underwriters Laboratories logo? Equipment should have one of the following: (1) (NSF) International mark (2) (UL) Sanitation Classification Mark Ref: (a) ServSafe Coursebook 2nd Edition by the National Restaurant Association (b) Design and layout of Foodservice Facilities by John C. Birchfield (c) Quantity Food Production, Planning and Management, 2nd Edition by John B. Knight and Lendal H. Kotschevar			

<p align="center">2005 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>OPERATIONS MANAGEMENT</u></p>	<p align="center">YES</p>	<p align="center">NO</p>	<p align="center">NA</p>
<p>22. Is <u>“mise en place”</u> being utilized in performing all tasks?</p> <p>Ref: (a) Professional Cooking 5th Edition by Wayne Gisslen</p> <p>(b) The Professional Chef 7th Edition by the Culinary Institute of America</p>			

2005 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>RISK MANAGEMENT</u>	YES	NO	NA
<p>1. Does the Contractor meet all the components regarding the Hazard Communication Standard Program (HCS), also known as “Right-to-know”?</p> <p>A written policy stating the establishment’s intention to comply with OSHA requirements.</p> <p>An up-to-date, written list of every chemical product stored and used at the establishment, including product name and its location in the establishment.</p> <p>A Material Safety Data Sheet (MSDS) for each chemical on the inventory list.</p> <p>Easy-to-read labels on each chemical container.</p> <p>A written copy of the establishment’s training program for employees.</p> <p>Ref: (a) OSHA Requirement</p> <p style="padding-left: 40px;">(b) Workplace Safety Program- five titles by the Educational Foundation of the National Restaurant Association</p>			
<p>2. Does the Contractor have an active MSDS Inventory System in place?</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p style="padding-left: 40px;">(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>3. Does the Contractor hold weekly, monthly, or quarterly meeting to emphasize <u>“safety issues”</u> and resolve specific problems?</p> <p style="text-align: center;">(Must be documented)</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p style="padding-left: 40px;">(b) Workplace Safety Program- five titles by the Educational Foundation of the National Restaurant Association</p>			
<p>4. Does the Contractor have a <u>“Crisis Management Team”</u> to deal with possible foodservice liabilities?</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p style="padding-left: 40px;">(b) Workplace Safety Program- five titles by the Educational Foundation of the National Restaurant Association</p>			

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5. Are all perishable foods kept outside the danger zone (41-140 degrees, four hours)? Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1 (b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association			
6. Are refrigerators clean and free of mold and odors? Ref: (a) Coast Guard Food Sanitation Manual, COMDTINST M4240.4A Change 1 (b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association			
7. Are raw meats, poultry, and fish stored (refrigerator) in vertical order based on the minimum internal cooking temperature? (Foods with the highest internal cooking temperature should be placed at the lowest shelves of the refrigerator) Ref: Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association			
8. Is food stored six inches above the floor or deck? Ref: (a) Coast Guard Food Sanitation Manual, COMDTINST M4240.4A Change 1 (b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association			
9. Are <u>“Dry storage”</u> items stored at least six inches off the floor and <u>away from the walls?</u> Ref: Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association			
10. Are bulk freezers equipped with emergency escape alarms? Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4 Change 1			
11. Is the ice scoop stored in a way that protects it from contamination? Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4 Change 1 (b) Servsafe Coursebook 2nd Edition (NRA)			

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<p>12. Are non-food items stored separately from food items?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>13. Does the unit have an aggressive “<u>Integrated Pest Management</u>” program to control insects and rodents?</p> <p>Ref: (a) Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>14. Is the galley and mess deck properly cleaned after each meal?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>15. Is one (15) LB CO2 or (6) pound dry chemical fire extinguisher easily accessible near each galley range?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>16. Are <u>hand-washing signs</u> posted in the vicinity of food service areas?</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>17. Does food service personnel wear the proper work attire?</p> <p>(hair restraints, clean clothing, removal of jewelry, etc.)</p> <p>Ref: (a) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>18. Are food service safety instructions posted in the vicinity of food service equipment?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>19. Do the automatic dishwashing machines maintain the proper wash, rinse and sanitizing temperatures?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			

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<p>20. Are proper thawing procedures used?</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>21. Does a representative from “<u>Health Services</u>” inspect the Dining Facility weekly?</p> <p>Ref: Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p>			
<p>22. Are proper food handling procedures followed during preparation?</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST 4240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>23. Are leftovers covered and dated with expiration time?</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>24. Is a sneeze guard present on the salad bar and serving line?</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			
<p>25. Are water temperatures within correct range when utilizing the “<u>Three-Compartment Sink method?</u>”</p> <p>Ref: (a) Coast Guard Food Service Sanitation Manual, COMDTINST M4240.4A Change 1</p> <p>(b) Servsafe Coursebook 2nd Edition by Educational Foundation of the National Restaurant Association</p>			

2005 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>HUMAN RESOURCES MANAGEMENT</u>	YES	NO	NA
<p>1. Does Contractor have an “<u>Employee Orientation and Training</u>” program in place? (Must provide documentation)</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry By Mary L. Tanke, FMP</p> <p>(b) Supervision in the Hospitality Industry, 3rd edition by Jack E. Miller, FMP, Mary Porter, and Karen Eich Drummond, FMP.</p>			
<p>2. Does Management motivate employee to become self-assured and independent in their jobs?</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry By Mary L. Tanke, FMP</p> <p>(b) Supervision in the Hospitality Industry, 3rd edition by Jack E. Miller, FMP, Mary Porter, and Karen Eich Drummond, FMP.</p>			
<p>3. Is Contractor performing effectively in “<u>Scheduling Employees</u>”? (Does operation seem to have enough personnel to keep up with demand?)</p> <p>Ref: (a) Human Resources Management for the Hospitality Industry By Mary L. Tanke, FMP</p> <p>(b) Supervision in the Hospitality Industry, 3rd edition by Jack E. Miller, FMP, Mary Porter, and Karen Eich Drummond, FMP.</p>			

2005 CGEFS-CONTRACTED FACILITY SELF-EVALUATION CHECKLIST <u>MARKETING MANAGEMENT</u>	YES	NO	NA
1. Does Contractor aim to discover consumers' wants and needs and satisfy them? Ref: (a) Hospitality and Travel Marketing, 2nd edition by Alastair M. Morrison (b) Hospitality Marketing Management, 2nd edition by Robert D. Reid			
2. Do menus reflect an atmosphere and "feel" of the operation? Ref: (a) Hospitality and Travel Marketing, 2nd edition by Alastair M. Morrison (b) Hospitality Marketing Management, 2nd edition by Robert D. Reid			
3. Are foodservice market trends being observed and incorporated into menus? Ref: (a) Hospitality and Travel Marketing, 2nd edition by Alastair M. Morrison (b) Hospitality Marketing Management, 2nd edition by Robert D. Reid			
4. Are serving lines and pantry areas well <u>"Merchandised"</u> ? (i.e. promotions, tent cards, signs, posters, displays etc.)			